

U.S. Postal Service  
Washington, D.C. 20260

## **PSDS TIME AND ATTENDANCE**

**Handbook F-22A**  
**December 1988**

**Material Transmitted:** This is a complete revision of Handbook F-22A. Chapters I through VIII contain operating procedures for the Postal Source Data Time and Attendance System. These procedures address timekeeper's responsibilities and supervisory duties for system administration.

**Distribution:** Initial distribution is directed to regions, PSDS offices, the Regional Chief Inspector, Inspectors-in-Charge, BMCs, and PDCs. Additional copies may be ordered on a Form 7380, Supply Center Requisition, from your area material distribution center.

**Rescissions:** All previous editions are hereby rescinded.

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Department of the Controller  
Room 8830  
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**POSTAL SOURCE DATA SYSTEM**

**PSDS**

**Supervisor's Guide**

**Handbook F-22A**

**December 1988**



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# ***1** Introduction*

## **A. PSDS**

The Postal Source Data System (PSDS) is used by 118 of the nation's larger post offices. These post offices have been equipped with badge readers, electronic scales for weighing mail, other input devices for a wide variety of transactions, and printers for output reports and replies to inquiries.

## **B. Communication**

The data collection devices and printers in each post office are connected through communication lines to telecommunications facilities (TCFs) in San Mateo, St. Louis, and Wilkes Barre. These TCFs in turn are connected through communications lines to the host computer in Wilkes Barre.

## **C. Subsystems**

- 1. Time and Attendance**—Data for the computation of payroll credits and management reports
- 2. Management Operating Data System (MODS)**—The combination of labor distribution and mail volume
  - a. Labor Distribution**—Information in the daily movement of employees among operations or work centers within a post office
  - b. Mail Volume Recording**—Mail volume data by type of mail, weight, container, or pieces
- 3. National Maintenance Information and Control System**

This handbook is intended as a quick reference guide for supervisors, data technicians and timekeepers. For more detailed information on time, attendance, and leave procedures, see Handbook F-22, *PSDS Time and Attendance*.



# 2 Access

## A. Employee Access

BOYLE, JOE		
321		
08:00		
1-2		
177-77-7777	1	09/87

In PSDS facilities, a plastic badge is provided to every employee for clocking in and out. The employee's name, pay location, scheduled start time, and scheduled days-off are embossed on the badge. The last line shows the employee ID number and the month/year that the badge was created. Between the employee ID and the month/year is a one-digit field reserved for future use.

In the interim, the number "1" will be embossed in this field.

## B. Authorizer Access

Access to transactors is limited to those employees who are required to make PSDS adjustment transactions. Access is controlled by the General Supervisor, PSDS Operations, or the Data Systems Management Officer. A logon ID must be issued for access to the transactor. Access is further controlled by limiting the types of transaction screens an employee is authorized to use.



# 3 *Time Conversion Table*

**U.S. Postal Service Time Conversion Table**

ORDINARY TIME CLOCK	24- HOUR TIME CLOCK	Decimal Equivalent Table					
		Min- utes	Hun- dredths	Min- utes	Hun- dredths	Min- utes	Hun- dredths
All times are recorded on a 24-hour clock in hours and hundredths of hours.							
Midnight							
12:00	0000	0	.00	20	.33	40	.67
1:00 A.M.	0100	1	.02	21	.35	41	.68
2:00	0200	2	.03	22	.37	42	.70
3:00	0300	3	.05	23	.38	43	.72
4:00	0400	4	.07	24	.40	44	.73
5:00	0500	5	.08	25	.42	45	.75
6:00	0600						
7:00	0700	6	.10	26	.43	46	.77
8:00	0800	7	.12	27	.45	47	.78
9:00	0900	8	.13	28	.47	48	.80
10:00	1000	9	.15	29	.48	49	.82
11:00	1100	10	.17	30	.50	50	.83
Noon							
12:00	1200						
1:00 P.M.	1300	11	.18	31	.52	51	.85
2:00	1400	12	.20	32	.53	52	.87
3:00	1500	13	.22	33	.55	53	.88
4:00	1600	14	.23	34	.57	54	.90
5:00	1700	15	.25	35	.58	55	.92
6:00	1800						
7:00	1900	16	.27	36	.60	56	.93
8:00	2000	17	.28	37	.62	57	.95
9:00	2100	18	.30	38	.63	58	.97
10:00	2200	19	.32	39	.65	59	.98
11:00	2300						





# 4 *Equipment and Use*

## A. Employee Badge Reader—Equipment

1. The employee badge reader (EBR) is a data collection terminal that records clock rings. It consists of a keyboard, message display, and an external clock that records time in a 24-hour format using hours and hundredths.
2. The EBR displays its status (READY, ON-LINE) and the status of a transaction (ACCEPT, REJECT). It also produces two tones—a beep when a transaction is accepted and a boop when a transaction is rejected.

<input type="checkbox"/> READY	<b>TIME</b>
<input type="checkbox"/> ON-LINE	
<input type="checkbox"/> ACCEPT	
<input type="checkbox"/> REJECT	

Two Line by 40 Display							
BT	RA	010	060	110			
OL	RC	011	070	111	1	2	3 CLEAR
IL		012	074	112	4	5	6 <—
MV		013	170	113	7	8	9 EXIT
ET		014	175	114	AUX	0	REP ENTER

### Schematic drawing of the Employee Badge Reader face

*Note 1:* The function keypad contains up to seven different clock ring types. The configuration of this keypad may vary at different locations within the same facility since not all clock ring types are needed in every location.

*Note 2:* The operation number keypad contains up to 15 different operation numbers. The configuration of this keypad may vary within a facility with some locations requiring less than 15 operation numbers.

*Note 3:* The numeric keypad is used to enter operation numbers that do not appear on the operation number keypad. It also contains keys for the carrier auxiliary and replacement functions, for clearing, and for maintenance diagnostics.

## **B. Employee Badge Reader—Operation**

1. Enter a clock ring by first selecting a clock ring type, such as a BT, OL, IL, MV, ET, RA, or an RC. After selection of a clock ring type, the EBR prompts the employee through the transaction by displaying messages.
2. When the EBR is ready to accept clock rings, the two status indicators, **READY** and **ON-LINE**, will be lighted.
3. The badge is swiped through the slot from right to left with the magnetic stripe facing the employee. The badge has arrows on the side of the magnetic stripe indicating the position of the magnetic stripe and the direction of the swipe.
4. When a clock ring is made, the **READY** status indicator will go off while the transaction is being processed by the data site computer.
5. When the computer in the data site accepts a transaction, the green status indicator **ACCEPT** will light briefly and a beep will indicate transaction completion.
6. If the computer rejects the transaction, the red status indicator **REJECT** will light momentarily and the EBR will boop to indicate the completion of the transaction.
7. After a completed transaction, either acceptance or rejection, the green **READY** light will indicate readiness for the next clock ring.
8. If the computer is down or the communications path is inoperative, the **ON-LINE** status indicator will not light and the EBR will not accept transactions.

## **C. Transactor—Equipment**

The transactor is an AT&T PC 6300 computer. The transactor is equipped with a 20-megabyte hard disk and 640 kilobytes of random access memory. Internal equipment includes expansion boards for security, terminal emulation, and communications.

## **D. Transactor—Operation**

1. In order to use the transactor, the operator must have an assigned logon ID and password.
2. The transactor is a menu-driven system. After having successfully logged-on, select from the transaction menu provided. The selections available depend upon the level of authorization.
3. After making a selection from the Main Menu, a sub-menu appears detailing the transactions available. Select a transaction.
4. When the transaction is completed, press the TRANSMIT key to enter the transaction.
5. When all work at the transactor is completed, press the EXIT key to log off. The transactor automatically logs off if no key has been depressed for three minutes.

# 5 Special Processing Conditions

## A. Cutoff Times

### 1. Daily T&A Split Times, East/Northeast and Southern Regions

DPP	Service DPP	Wilkes Barre Time	REGION		
			East & NE	Southern	Eastern Time Zn
01	14	1200 1300	1200	1200	1300
02	01 01 01	0125 0225 0425	0125	0125	0225
03	02 02 02 Pr PP Pr PP	0125 0225 0425 1775 1875 2075	0125	0125	0225 1875
04	03	0125	0125	0125	0225
05	04	0225			
06	05	0425			
07	06				
08	07				
09	08				
10	09				
11	10				
12	11				
13	12				
14	13 13 13 14ave 14ave 14ave	0125 0225 0425 1775 1875 2075	0125	0125	0225 1875

## 2. Daily T&A Split Times, Central and Western Regions

DPP	Service DPP	Wilkes Barre Time	REGION				
			Central			Western	
			Mtn Time Zn	Central Time Zn	Eastern Time Zn	Western Time Zn	Mtn Time Zn
01	14 14	1200 1300		1200	1300	1000	1100
02	01 01 01	0125 0225 0425	0025	0125	0225	0125	0225
03	02 02 02 Pr PP Pr PP Pr PP	0225 0425 1775 1875 2075	1675	0125 1775	0225 1875	0125 1775	0225 1875
04 05 06 07 08 09 10 11 12 13	03 04 05 06 07 08 09 10 11 12	0125 0225 0425	0025	0125	0225	0125	0225
14	13 13 13 14eve 14eve 14eve	0125 0225 0425 1775 1875 2075	0025 1675	0125 1775	0225 1875	0125 1775	0225 1875

- Note 1:* The above times are local office times. The Southern, Central, and Western Regions cross time zones. The split times for an office are found by locating the correct postal region for the office and then the correct time zone.
- Note 2:* Those offices that do not observe daylight saving time will have to subtract one hour from the above times during DST.
- Note 3:* Those offices in the Eastern Region that were formerly in the Central Region are split with the Central Region.
- Note 4:* Those offices in the Eastern Region that were formerly in the Southern Region are split with the Southern Region.
- Note 5:* Those offices in the Central Region that were formerly in the Western Region are split with the Western Region.
- Note 6:* All 15-minute inquiry and 2-hour reports indicate a cutoff time in the time reference line. No data accumulated after this time will be reported.

## **B. Daylight Saving Time**

1. When daylight saving time is in effect, Wilkes-Barre PDC uses it. Offices not on DST must adjust the cutoff times by one hour.
2. During the DST, Queue Time and Print Time will reflect local DST in all offices that observe DST. Offices not on DST must adjust these times by one hour.

## **C. Service Day and Calendar Day**

1. The calendar day runs from 00:01-24:00. The service day is the day of the pay period (DPP) to which the employee's pay credits are credited. Service day depends upon an employee's **scheduled** tour. The service day for an employee whose normal **scheduled** Begin Tour is 20:00 or later is the next calendar day.

*Example:* A tour 1 employee who begins tour at 20:00 hours or later on calendar day 01 has hours credited to service DPP 02.

2. Tour 1 employees who begin tour prior to 20:00 hours when working overtime will have their rings reflected in the next day, provided that input of an overtime authorization (TR 29) is made using the **normal** scheduled tour start time of 20:00 hours or later.





# 6 Time and Attendance Transactions

## A. Authorizations (TR 2)

### 1. Leave (TR 2L)

TR CD	LEAVE TYPE	WHOLE HOURS	TIME	SCH UNS	H/L SERIAL NUMBER	EMPLOYEE ID NO.	DPP
2	XX	X	XX.XX	X	X	XXX-XX-XXXX	XX

### Leave Type

Enter the appropriate leave type code:

01	Annual .....	(AL+)
02	Sick .....	(SL+)
03	Continuation of Pay .....	(COP+)
04	Court Duty .....	(CDY+)
05	Military Leave .....	(MIL+)
06	Guarantee Time .....	(GT+)
07	Guarantee OT .....	(GOT-)
08	PMs' Organization .....	(PMO+)
09	Blood Donor .....	(BLD+)
10	Other Paid Leave .....	(ADM+)
11	Holiday Leave .....	(HL+)
12	Convention Leave .....	(CON+)
13	Acts of God .....	(AOG+)
14	Veteran's Funeral .....	(VFL+)
15	Relocation Leave .....	(REL+)
16	Civil Defense .....	(DEF+)
17	Civil Disorder .....	(DIS+)
18	Voting Leave .....	(VOT+)
19	(Reserved)	
20	LWOP—In Lieu of SL .....	(LSL+)
21	LWOP—Proffered .....	(PRO+)
22	LWOP—Personal .....	(PER+)

23	LWOP—Other .....	(WOP+)
24	LWOP—AWOL .....	(AWO+)
25	LWOP—IOD-OWCP .....	(IOD+)
	(Injured on Duty—Office of Workers Compensation)	
26	LWOP—Maternity .....	(MAT+)
27	LWOP—Suspension .....	(SUS+)
28	LWOP—Union Official .....	(UOF+)
29	LWOP—Suspension/Pending Termination .....	(SPT+)

### **Whole Hours**

Enter the number of hours approved by the supervisor in whole hours. The employee will be charged the lesser of:

- a. the whole hours requested, or
- b. the amount of time in hours and hundredths required to complete the employee's tour of duty for the day, not to exceed a combined total of 8 hours.

### **Time**

Enter the time of day the employee expects to begin the leave in hours (24-hour clock) and hundredths.

### **SCH/UNS**

Enter the scheduled or unscheduled absence code.

- 0 = Scheduled Absence
- 1 = Unscheduled Absence

### **H/L Serial Number**

Enter 0 if for the base, or the applicable higher level serial number.

- 0 = Base Record
- 1 thru 8 = Higher Level Record Serial Number

### **Employee ID Number**

Enter the employee ID number of the employee using leave.

### **DPP**

Enter the Day of the Pay Period on which the leave starts. To enter prior pay period leave authorizations, toggle the screen to the prior mode using the PF-10 key.

*Note:* Input on-line deletes by setting "9" in the SCH/UNS and H/L SERIAL NUMBER fields of the transaction, and the original coding in all other fields.

## 2. Leave Authorization Remarks

- a. Current pay period leave authorizations can be entered for DPPs 01-07 until the DPP 12 cutoff, for DPPs 08-14 until the DPP 14 mini-split for all eligible employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.

Prior pay period leave authorizations for DPPs 08-14 of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.

- b. For FLSA exempt employees, annual leave, sick leave, and leave without pay, or a combination of these, must be in full tour increments.
- c. Leave for a Tour 1 employee with a leave start time on DPP 14 (service day 01 of the current pay period), entered after the final cutoff for DPP 14, requires a "DPP" = 00.
- d. Each leave period during a day must be separately authorized. The proper leave start time must be entered and should be the same time as recorded on Form 3971, Request for, or Notification of, Absence, except as noted in paragraph e. below.
- e. When court leave, continuation of pay, or military leave is authorized by this transaction, related night hours and Sunday hours are automatically calculated as needed. This automatic calculation does not deduct lunch hours. Depending on when they normally occur, adjust the leave start time accordingly.
- f. Prior day (off-line) adjustments to reduce leave hours credits cannot be made by entering TR 2.....99, on-line leave deletion code. Use TR code 6XX to reduce any calculated leave less than a full 8 hours.
- g. All leave hours for a prior DPP will be deleted in all records (base and higher level), when the WHOLE HOURS field is 8 hours (except leave types 06 and 07), for that DPP.
- h. If the employee is on leave the first day of the higher level period, enter a higher level authorization to establish a higher level record that identifies the FLSA status code, rate schedule code, and level of the higher level position. Subsequently, leave at the same higher

level is authorized in one transaction by setting the serial number of the appropriate higher level record in the SERIAL NO field.

- i. When full day leave is entered for a prior day for which leave hours have been calculated, the off-line system will zero out all leave fields for that prior DPP in the base and/or higher level records and will apply the latest transaction. However, if the TR 2L is for holiday leave or for less than eight hours, this will not happen.

### **3. Holiday Leave and Holiday Work Remarks**

- a. Full-time employees—Eight hours of holiday leave are automatically credited for full-time employees. If an eligible employee works on his designated holiday, the system automatically credits holiday work hours, not exceeding 8.
- b. Part-time **Regular**—A holiday leave authorization must be manually input using the leave start time and the “DPP” that will credit the employee with holiday leave (see ELM 434.422 for eligibility).
- c. Holiday Work pay is limited to 8 hours. If an employee works more than 8 hours, enter an overtime authorization to give the employee overtime credit.
- d. An employee on extended LWOP should **not** be authorized paid leave (AL or SL) on the day before or after the holiday solely to effect payment of Holiday leave.

#### 4. Higher Level Authorization/Termination (TR 2H)

TR CD	SCH	TERM FLSA	START OR END TIME	LEVEL	EMPLOYEE ID NO.	DPP
2	X	XX	XX.XX	XX	XXX-XX-XXXX	XX

##### **SCH**

Enter the rate schedule code of the assigned position.

- 3 = EAS non-supervisory, Levels 01-16
- 4 = PS bargaining unit, Levels 01-10
- 5 = M mail handler craft, Levels 03-06
- 6 = EAS supervisory, Levels 01-16
- 7 = EAS Levels 17-27

*Note:* There are no higher level positions in SCH 8 (PCES-I) or in SCH 9 (Nurses grade 01).

##### **Term/FLSA**

Enter the Fair Labor Standards Act (FLSA) exempt or non-exempt code for this higher level record, or the higher level termination code to terminate a period of higher level service.

- 00 = All H/L authorizations for levels 19 and above
- 00 = All H/L authorizations for levels below 19 which are FLSA non-exempt
- 01 = All H/L authorizations for levels below 19 which are FLSA exempt
- 99 = Terminate a period of higher level service

##### **Start or End Time**

Enter the time of day in hours and hundredths that the higher level starts or ends.

##### **Level**

Set the exact higher level in this field, or input on-line deletions by setting "99" in this field and the original coding in all other fields. See Note f.

##### **Employee ID Number**

Enter the ID number of the employee on higher level.

## DPP

Enter the Day of the Pay Period on which the higher level begins or ends. To enter prior pay period higher level authorizations, toggle the screen to the prior mode using the PF-10 key.

### 5. Higher Level Authorization/Termination Remarks

- a. Current pay period H/L authorizations can be entered for DPPs 01-07 until the DPP 12 cutoff, for DPPs 08-14 until the DPP 14 mini-split for all eligible employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.  
Prior pay period authorizations for DPPs 08-14 of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.
- b. An employee's higher level record is established by the first higher level authorization entered during a pay period for each sch/level combination of higher level service.
- c. An employee can have up to eight higher level records, providing each record is for a different schedule/level combination.
- d. EAS employees detailed to higher level EAS positions must be on higher level for a full tour of 8 hours (see ELM 417.541).
- e. When leave is to be paid at the higher level rate, set the serial number in the SERIAL NO field of the leave transaction. A higher level authorization is not required if the higher level record has been previously established.
- f. LSM qualified employees have system-generated H/L authorizations and terminations for each daily period of service on Operations 080-087 and 090-097, provided that: (1) their employee master file record is coded "Q" in the SPC field, and (2) a single H/L authorization is entered each day with "80" set in the LEVEL field.
- g. If these conditions are met, employees will automatically begin a period of H/L (SCH 4, Level 06) when they clock into opns 080-087, 090-097, and will automatically end that period of H/L when they clock into any other operation.

## 6. Holiday Scheduling Premium (TR 29)

TR CD	WHOLE HOURS	SCHED TOUR TIME	AUX REP	TOUR CODE	EMPLOYEE ID NO.	DPP
29	XX	XX.XX	0	X	XXX-XX-XXXX	XX

### Whole Hours

Enter the number of Holiday Scheduling Premium (HSP) hours, not exceeding 8, in whole hours. The employee is credited with HSP for each hour worked up to this number of hours.

### Scheduled Tour Time

Enter the start time of the HSP. The time is recorded in hours and hundredths.

### AUX/REP

Set this field to zero (0).

### Tour Code

Enter a valid tour code. The tour codes are:

- 5 = Before Scheduled Tour
- 6 = After Scheduled Tour
- 7 = Full Tour

### Employee ID Number

Enter the ID number of the employee receiving HSP.

### DPP

Enter the Day of the Pay Period on which the HSP begins. To enter prior pay period HSP authorizations, toggle the screen to the prior mode using the PF-10 key.

*Note:* Input on-line deletes by setting "9" in the AUX/REP and TOUR CODE fields and the original coding in all other fields.

## 7. Holiday Scheduling Premium Remarks (See Handbook F-22, 233)

- a. HSP is paid to eligible employees for time actually worked on a holiday or on the employee's designated holiday (except Christ-

mas) when the holiday schedule is not posted in accordance with the National Agreement.

- b. If the schedule is not posted as of Tuesday preceding the service week in which the holiday falls, a full-time regular bargaining unit employee required to work on a holiday or a designated holiday, or who volunteers to work on such day, shall receive HSP for each hour of work, not to exceed 8 hours. HSP is in addition to both holiday leave pay and holiday work pay.
- c. If the schedule is posted in accordance with the national agreement and the scheduled reporting time for an employee on that list is changed due to the needs of the service, the employee is entitled to HSP for the hours outside of, and in lieu of, the posted schedule.
- d. If, after the Tuesday posting period, an emergency situation attributable to Act(s) of God arises that requires more manpower on that holiday than scheduled on the Tuesday posting, full-time regular employees required to work or volunteering to work shall not receive HSP.
- e. When a full-time regular employee scheduled to work on a holiday (in accordance with "b" above) is unable, or fails to work, then the supervisor may require another full-time regular employee to work, and such replacement employee will not be eligible for HSP.



## 8. Nonbargaining Rescheduling Premium (TR 29)

TR CD	WHOLE HOURS	SCHED TOUR TIME	AUX REP	TOUR CODE	EMPLOYEE ID NO.	DPP
29	XX	XX.XX	0	X	XXX-XX-XXXX	XX

### Whole Hours

Enter the number of nonbargaining rescheduling premium (NBRP) hours to be worked in whole hours. The employee will be credited with NBRP for each hour worked up to this number of hours, not exceeding 8 hours.

### Scheduled Tour Time

Enter the employee's normal begin tour if the NBRP is worked before the scheduled begin tour. Enter the employee's scheduled end tour if the NBRP is worked after the scheduled end tour. Enter the employee's actual begin tour when full tour NBRP is worked.

The time is recorded in hours and hundredths.

### AUX/REP

Set this field to zero (0).

### Tour Code

Enter the tour code that reflects the time the NBRP will occur:

- 5 = Before Scheduled Tour
- 6 = After Scheduled Tour
- 7 = Full Tour

### Employee ID Number

Enter the ID number of the employee receiving NBRP.

### DPP

Enter the Day of the Pay Period on which the NBRP begins. To enter prior pay period NBRP, toggle the screen to the prior mode using the PF-10 key.

*Note:* Input on-line deletes by setting "9" in the AUX/REP and TOUR CODE fields and the original coding in all other fields.

**9. Non-bargaining Rescheduling Premium Remarks.**

- a. NBRP is paid to eligible full time **non-bargaining** employees for time actually worked outside of, and instead of, their regularly scheduled work week when less than seven (7) days' notice of the schedule change is given.
- b. All full-time non-bargaining unit employees Grade 18 and below who are FLSA **nonexempt**, except for postmasters and officers-in-charge, are eligible for NBRP.

## 10. Overtime and Out-of-Schedule Premium (TR 29)

TR CD	WHOLE HOURS	SCHED TOUR TIME	AUX REP	TOUR CODE	EMPLOYEE ID NO.	DPP
29	XX	XX.XX	X	X	XXX-XX-XXXX	XX

### Whole Hours

Enter the number of overtime (OT) or out-of-schedule (OOS) premium hours in whole hours. The employee will be credited with OT or OOS, if worked, up to this number of hours. The number of overtime hours authorized includes applicable penalty overtime.

### Scheduled Tour Time

Enter the employee's normal **scheduled** begin tour if the OT (or OOS) is worked before the scheduled begin tour. Enter the **scheduled** end tour time when the OT (or OOS) is worked after the scheduled tour. When full tour OT (or OOS) is worked, the employee's actual begin time is entered.

For part-time flexibles, enter the time that the overtime period actually begins. Part-time employees are not eligible for OOS.

Time is recorded in hours and hundredths.

### AUX/REP

Enter the code for auxiliary overtime or the code for replacement overtime.

0 = Regular OT or OOS

1 = Replacement OT or OOS

**Tour Code**

Enter the tour code reflecting the time period the overtime (or OOS) will occur.

- 0 = Part-time employee's overtime after 8 hours in a day or over 40 hours in a week
- 1 = Before scheduled tour OT (full-time employees only)
- 2 = After scheduled tour OT (full-time employees only)
- 3 = Full tour OT (full-time employees only)
- 4 = Before scheduled tour OOS (full-time bargaining unit employees only)
- 5 = After scheduled tour OOS (full-time bargaining unit employees only)
- 6 = Full tour OOS (full-time bargaining unit employees only)

**Employee ID Number**

Enter the ID number of the employee receiving OT or OOS.

**DPP**

Enter the Day of the Pay Period on which the OT or OOS begins. To enter prior pay period authorizations, toggle the screen to the prior mode using the PF-10 key.

*Note 1:* Current pay period authorizations can be entered for DPPs 01-07 until the DPP 12 cutoff, for DPPs 08-14 until the DPP 14 mini-split for all eligible employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.

Prior pay period authorizations for DPPs 08-14 of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.

*Note 2:* Input on-line deletes by setting "9" in the AUX/REP and TOUR CODE fields and the original coding in all other fields.

## 11. Overtime and Out-of-Schedule Premium Remarks

- a. If an employee is eligible to receive penalty overtime, the system will automatically calculate it based on the contractual requirements. No special authorization is required other than the one for the total overtime authorized.
- b. OT calculation is based on the normal **scheduled** tour start or end time. This transaction must be entered prior to the cutoff time of the processing cycle in which the employee ends tour. For example, if the employee ends tour before a mini-split, the authorization must be input before the mini-split cutoff time. If the employee ends tour after a mini-split but before the daily a.m. cutoff time, the authorization must be input before the daily a.m. cutoff time.
- c. An overtime authorization can be entered when correcting sequence errors that require current or prior day authorizations.
- d. If a tour is revised at the employee's request and the employee works overtime, the revised tour start or end time must be entered **instead of** the employee's normal scheduled tour start or end time.
- e. If both OT and OOS are authorized at the beginning of the tour, and the actual, calculated OT is **other** than whole hours, separate TR's 6 will be required to adjust OT, OOS, and penalty OT hours.
- f. If both OT and OOS are authorized at the end of the tour, and the actual, calculated OOS is **other** than whole hours, separate TRs 6 will be required to adjust OT, OOS, and penalty OT hours.

## B. Normal Clock Rings (TR 3)

### 1. Procedure

Initiate a normal clock ring by selecting one of the five normal clock rings:

Ring Type	Description	Transaction Type
BT	Begin tour	31
OL	Out to lunch	32
IL	In from lunch	33
MV	Move	34
ET	End tour	35

Once a clock ring type has been selected, the EBR prompts the employee through the transaction by displaying messages.

### 2. Begin Tour (TR 31)

Badge Reader Message Display for a completed normal BT.

Time Display:	0 7 0 0
Transaction Line:	BT          OPN 081
Message Display:	ENTER RING, OPERATION, OR BADGE

### 3. Out-To-Lunch (TR 32)

Badge Reader Message Display for a completed normal OL

Time Display:	1 2 0 0
Transaction Line:	OL          OPN 081
Message Display:	ENTER RING, OPERATION, OR BADGE

---

#### 4. In-From-Lunch (TR 33)

Badge Reader Message Display for a completed normal IL

Time Display:	1 2 5 0
Transaction Line:	IL            OPN 081
Message Display:	ENTER RING, OPERATION, OR BADGE

---

#### 5. Move (TR 34)

Badge Reader Message Display for a completed normal Move

Time Display:	1 4 1 3
Transaction Line:	MV            OPN 081
Message Display:	ENTER RING, OPERATION, OR BADGE

---

#### 6. End Tour (TR 35)

Badge Reader Message Display for a completed normal ET.

Time Display:	1 5 5 0
Transaction Line:	ET            OPN 081
Message Display:	ENTER RING, OPERATION, OR BADGE

---

## 7. Normal Clock Ring Remarks

Reports will display the sample clock rings above in the following format:

RING	TR	- -	TIME	- -	OPN
BT	31		0700		160
OL	32		1200		160
IL	33		1250		175
MV	34		1413		044
ET	35		1550		044

---



## **C. Carrier Route Assignments/Changes/Corrections (TR 4)**

### **1. EBR Route Assignment (TR 41, or "RA")**

EBR Message Display, Completed TR 41

Time Display:	0 7 0 0
Transaction Line:	OPN = 722 AUX ROUTE = 14005
Message Display:	ENTER RING, OPERATION, AUX, REP, OR BADGE

*Note 1:* Select the RA (Route Assignment) function key on the EBR. TR 41 can only be made on the EBR. After selecting the RA clock ring type, read the message display for the next instruction. After an instruction is followed, the display will provide the next instruction until the transaction is complete. When the transaction is complete, the READY light comes on. The badge is then swiped through the EBR slot.

*Note 2:* Use this transaction to initially record the route number for an employee other than the carrier regularly assigned to a route or to record a change in route number. Normal time rings for Begin Tour and End Tour (TR 3) must also be entered.

*Note 3:* Only operation numbers 713-740 are valid for this type transaction (see Appendix 1 or Handbook M-32).

## 2. EBR Route Change After-The-Fact (TR 42 or "RC")

EBR Message Display, Completed TR 42

Time Display:	1 0 6 9
Transaction Line:	OPN = 721 AUX ROUTE = 14005 AFT = 0975
Message Display:	ENTER RING, OPERATION, AUX, REP, OR BADGE

- Note 1:* TR 42 is made by selecting the RC (Route Change) function key on the EBR. After selecting the RC clock ring type, read the message display for the next instruction. After you follow each instruction, the display will provide the next instruction until the transaction is complete. When the transaction is complete, the READY light comes on. The badge is then swiped through the EBR slot.
- Note 2:* This transaction records a move to a route made when no EBR was available to the employee at the time of the move; for example, the carrier was on the street or the EBR was malfunctioning.
- Note 3:* Only operation numbers 713-740 are applicable to this type transaction (see Appendix 1 or Handbook M-32).

### 3. Transactor Route Change After-the-Fact (TR 42)

TR CD	CLOCK RING TIME	AUX/ REPL CODE	OPN	EMPLOYEE ID NO.	ROUTE NO.	SRF ID
42	XX.XX	X	XXX	XXX-XX-XXXX	XXXXXX	XX

#### **Clock Ring Time**

Enter the time the employee moved to the route.

#### **AUX/REP Code**

Enter "0" for Auxiliary Assistance, or "1" for Replacement Carrier.

#### **OPN**

Enter a valid carrier operation number. Valid numbers are 713-740. See Appendix 1 or Handbook M-32 *Management Operating Data System*.

#### **Employee ID Number**

Enter the ID of the employee being assigned to the route.

#### **Route Number**

Enter the number of the route to which the employee is being assigned.

#### **SRF ID**

Enter the Separate Reporting Facility ID which will be charged for the hours generated by this clock ring. SRF is part of the MODS sub-system. See Handbook M-32 for an explanation of SRFs.

*Note:* This transaction records a move to a route made when no EBR was available to the employee; for example, the employee is on the street or the EBR is not functioning.

#### 4. Carrier Route Assignments/Changes/Corrections (TR 43)

TR CD	CLOCK RING TIME	AUX/ REPL CODE	OPN	EMPLOYEE ID NO.	ROUTE NO.	SRF ID
43	XX.XX	X	XXX	XXX-XX-XXXX	XXXXXX	XX

##### **Clock Ring Time**

Enter the time of the previously entered TR 41 or TR 42 that is to be adjusted.

##### **AUX/REP Code**

Enter the auxiliary or replacement code of the previous TR 41 or TR 42, or enter the new aux/repl code if this field is to be adjusted.

##### **OPN**

Enter the operation number of the previous TR 41 or TR 42, or enter the new operation number if this field is to be adjusted. Valid numbers run from 713-740. See Appendix 1 or Handbook M-32.

##### **Employee ID Number**

Enter the ID of the employee to be adjusted.

##### **Route Number**

Enter the route number of the previous TR 41 or TR 42, or enter the new route number if the route number is to be changed.

##### **SRF ID**

Enter the Separate Reporting Facility ID which will be charged for the hours generated by this clock ring. SRF is part of the MODS sub-system. See Handbook M-32 for an explanation of SRFs.

*Note 1:* This transaction is used to change the Aux/Rep code, the operation number, and/or the route number of a prior TR 41 or TR 42.

*Note 2:* The transaction must match a previous TR 41 or TR 42 on time for a given employee (ID Number). This transaction will only match on time, the DPP not being available.

## **5. Transaction Code 4 Remarks**

- a. The presence of a move-to-the-street on certain street operation numbers (713, 717, 719, 721, 727, 729, 733, or 737) governs the automatic 30-minute lunch deduction, provided that the employee has been on the clock for more than 6.08 hours. Normal or inserted lunch rings take precedence over the automatic deduction. If a carrier works more than 6.08 hours without a lunch break, the carrier's total work hours will have to be corrected using a TR 6. If the employee works 6.08 hours or less and does take a lunch period, then normal or inserted lunch rings must be input. If lunch rings are not made or inserted, the hours equivalent to the employee's lunch period will have to be disallowed with a TR 6.
- b. TR 41 and 42 must be entered before midnight or the daily a.m. cut-off, whichever comes first, since the Day of Pay Period (DPP) is determined by the time the transaction is entered. DPP is not used with TR 43.
- c. TR 41 or 42 is required to identify a carrier with a route, usually immediately following the carrier's begin tour clock ring. Once this route has been identified, it is not necessary to use these transactions to record moves to office or to street for the remainder of the carrier's continuous time on that route for a particular day. Instead, these moves can be input using normal ring moves (TR 34). An additional TR 41 or TR 42 must be used whenever a carrier changes routes during the same day.
- d. TR 41 differs from TR 42 in that the system automatically applies the current time of day to the TR 41, whereas the time of day for the TR 42 (usually made after-the-fact) must be entered in the CLOCK RING TIME field of the transaction.

## D. Daily Ring Adjustments (TR 5)

### 1. Daily Ring Adjustments (TR 5)

TR CD	RING TYPE	ACTION CODE	TIME	OPN	EMPLOYEE ID NO.	DPP	SRF ID
5	X	X	XX.XX	XXX	XXX-XX-XXXX	XX	XX

#### Ring Type

Select one of these types:

- |                        |       |
|------------------------|-------|
| 1 = Begin Tour (BT)    | TR 51 |
| 2 = Out to Lunch (OL)  | TR 52 |
| 3 = In from Lunch (IL) | TR 53 |
| 4 = Move (MV)          | TR 54 |
| 5 = End Tour (ET)      | TR 55 |

#### Action Code

Select one of these codes:

- 1 = Insert
- 2 = Delete\*
- 3 = Change\*
- 7 = Change Last Ring (Set TIME to = 0000)\*\*

#### Time

Enter the effective time of the clock ring adjustment.

#### OPN

Enter the correct MODS operation number, 001-998.

#### Employee ID Number

Enter the ID number of the employee for whom the adjustment is made.

#### DPP

Enter the effective Day of the Pay Period for this clock ring adjustment. To enter prior pay period adjustments, toggle the screen to the prior mode using the PF-10 key.

#### SRF ID

Enter the Separate Reporting Facility ID which will be charged for the hours generated by this clock ring. SRF is part of the MODS sub-system. See Handbook M-32 for an explanation of SRFs.

\*Must use the exact time as shown on the report listing the error.

\*\*Can be used on a current day only and must immediately follow the ring in error. You may change the ring type and/or the operation number of the last clock ring without knowing the exact time of the ring (as is required with ACTION CODE 3).

## 2. Loaned Employee, PS Form 1262 (TR 5L)

TR CD	RG TP	AC CD	TIME	LOAN OPN NUM	EMPLOYEE ID NO.	DPP	FINANCE NO.	LDC
5	X	1	XX.XX	9XX	XXX-XX-XXXX	XX	XX-XXXX	XX

### RG TP (Ring Type)

- |                        |       |
|------------------------|-------|
| 1 = Begin tour (BT)    | TR 51 |
| 2 = Out to lunch (OL)  | TR 52 |
| 3 = In from lunch (IL) | TR 53 |
| 4 = Move (MV)          | TR 54 |
| 5 = End tour (ET)      | TR 55 |

### AC CD (Action Code)

A constant "1."

### Time (Hours and Hundredths)

Enter the effective time of this loaned clock ring adjustment in hours and hundredths.

### Loan OPN Num

Enter the last two digits of a correct MODS loaned operation number, 988-997. See Appendix 1.

### Employee ID Number

Enter the ID number of the loaned employee.

### DPP

Enter the effective Day of the Pay Period for this loaned clock ring adjustment. To enter prior pay period adjustments, toggle the screen to the prior mode using the PF-10 key.

### Finance Number

Enter the Finance Number of the borrowing facility.

### LDC

Enter the labor distribution code of the functional area in the borrowing facility where the loaned employee is working.

### **3. Transaction Code 5 Remarks**

- a. Current pay period leave adjustments can be entered for DPPs 01-07 until the DPP 12 cutoff, for DPPs 08-14 until the DPP 14 mini-split, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.  
Prior pay period leave adjustments for DPPs 08-14 of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.
- b. When a complete set of TRs 5 is entered for a prior DPP after hours have been previously calculated, the off-line system will zero out all hours fields for that prior DPP in the base and/or higher level records and apply the latest transactions. Hours will also be passed to MODS based on the operation number of the clock rings.



## E. Total Hours Adjustments (TR 6)

### 1. Transaction Description

TR CD	HRS TYPES	RECORD CODE	SERVICE CREDIT	SCH/UNS AUT/UNA SER/DIS	SER DIS	EMPLOYEE ID NO.	DPP
6	XX	X	XX.XX	X	X	XXX-XX-XXXX	XX

### Hours Types

Enter the HOURS TYPE code to be adjusted:

Hours Deletions

### Hours Type

- 00 If the record code is base (1) or higher level (2), hours type 00 will delete all existing hours types for the **day** in the DPP field.
- 00 If the record code is transfer (3), training (4), or loaned (5), hours type 00 will delete the entire transfer, training, or loaned **record** for the **Pay Period**.

Leave Codes

### Hours Type

- 01 Annual (AL+)
- 02 Sick (SL+)
- 03 Continuation-of-Pay (COP+)
- 04 Court Duty (CDY+)
- 05 Military Leave (MIL+)
- 06 Guarantee Time (GT+)
- 07 Guarantee OT (GOT-)
- 08 PM's Org. (PMO+)
- 09 Blood Donor (BLD+)
- 10 Other Leave (ADM+)
- 11 Holiday Leave (HL+)

### Hours Type

- 12 Convention (CON+)
- 13 Acts of God (AOG+)
- 14 Vet's Funeral (VFL+)
- 15 Relocation (REL+)
- 16 Civil Defense (DEF+)
- 17 Civil Disorder (DIS+)
- 18 Voting Leave (VOT+)
- 19 (Reserved)
- 20 LWOP-in Lieu of SL (LSL+)

**Hours****Type**

21	LWOP-Proffered (PRO+)
22	LWOP-Personal (PER+)
23	LWOP-Other (WOP+)
24	LWOP-AWOL (AWO+)
25	LWOP-IOD-OWCP (IOD+)
26	LWOP-Maternity (MAT+)

**Hours****Type**

27	LWOP-Suspension (SUS+)
28	LWOP-Union Official (UOF+)
29	LWOP-Suspension/ Pending Termination (SPT+)

Other Hours
-------------

**Hours****Type**

30	Sunday Premium
40	Night Differential
50	Holiday Work (includes Christmas Work for regular employees)
51	Christmas Work (for part-time flexible employees only)
60	Out-of-schedule premium/ H.S.P/N.B.R.P

**Hours****Type**

80	Overtime
81	Penalty Overtime
90	Work Hours
91	Work and Overtime Hours on a Scheduled Day
92	Work and Overtime Hours on a Non-scheduled Day
93	Work and Sunday Premium Hours
94	Work and Night Differential Hours

Higher Level Record Disallowances
-----------------------------------

**Hours****Type**

99	Use hours type 99 to disallow hours worked on higher level. Hours type 99 allows the input of a disallowance code in the base record without affecting hours already in the base record.
----	--

The two-digit disallowance code cannot be used when the RECORD CODE is 2 because of the requirement to identify the serial number of a higher level record in the

SER DIS
------------

field. When using hours type 99, set the **RECORD CODE** to 1, **SERVICE CREDIT** to 00.00, and the disallowance code in the

SER/DIS	SER DIS
---------	------------

fields. For example, to reduce workhours in a higher level record, serial number 01, from 8.09 to 8.00 hours, enter the following transactions:

6991 00.00 93 and 6902 08.00 01

### Record Code

Select the record type to be adjusted.

- 1 = Base Record
- 2 = Higher Level Record
- 3 = Transfer Record
- 4 = Training Record
- 5 = Loaned Record

### Service Credit

Enter the amount of service credit in hours and hundredths for the **HOURS TYPE** to be adjusted. The amount of the service credit will overlay the previously calculated hours. Enter all zeroes (00.00) in this field to erase previously calculated service credits.

SCH/UNS AUT/UNA SER/DIS	SER DIS
-------------------------------	------------

These fields act in combination depending upon the **HOURS TYPE** code.

Leave Transactions
--------------------

For all leave transactions, **HOURS TYPES** 01-29, enter a "0" in the

SCH/UNS  
AUT/UNA  
SER/DIS

field to identify the leave as a **scheduled** absence, or a "1" to identify the leave as an **unscheduled** absence.

If the leave is for the base record, enter a "0" in the

SER  
DIS

field. If the leave is for a higher level record, enter the serial number, 1 through 8, of the higher level record.

#### Overtime Transactions

For all overtime transactions, HOURS TYPES 80, 81, 91, or 92, enter a "0" in the

SCH/UNS  
AUT/UNA  
SER/DIS

field to identify the overtime as authorized, or a "1" to identify the overtime as unauthorized. If the overtime is for the base record, enter a "0" in the

SER  
DIS

field. If the overtime is for a higher level record, enter the serial number, 1 through 8, of the higher level record.

#### All Other HOURS TYPES

If the transaction is not for leave (HOURS TYPES 01-29), overtime (HOURS TYPES 80, 81, 91, 92), or is not a disallowance transaction, enter the serial number in the

SCH/UNS AUT/UNA SER/DIS	and	SER DIS	fields.
-------------------------------	-----	------------	---------

## Serial Numbers

- 00 = Base Record
- 01-08 = Higher Level Record
- 01-15 = Transfer Record
- 01-08 = Training Record
- 01-20 = Loan Record

Time Disallowance Transactions
--------------------------------

For disallowance transactions, enter a valid disallowance code (90-95, 97-98, see Appendix 2) in the

SCH/UNS AUT/UNA SER/DIS	SER DIS
-------------------------------	------------

fields. Disallowance codes are only valid with HOURS TYPES 90-94 and 99.

On-line Deletions
-------------------

For current day deletions of a previous matching TR 6, enter a "99" in these two fields.

## Employee ID Number

Enter the ID number of the employee for whom the adjustment is made.

## DPP

Enter the service Day of the Pay Period to be adjusted. To enter prior pay period adjustments, toggle the screen to the prior mode using the PF-10 key.

## 2. Transaction Code 6 Remarks

- a. This transaction will insert or adjust calculated pay credits. The amount in the **SERVICE CREDIT** field will **overlay** any previously recorded pay credits for the **HOURS TYPE** indicated.
- b. TR 6 does **not** adjust hours calculated and reported on the MODS reports. It is used to adjust hours for pay purposes only. To adjust MODS hours, see Handbook M-32, section 432.
- c. Current pay period adjustments can be entered for DPPs 01-07 until the DPP 12 cutoff, for DPPs 08-14 until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.  
Prior pay period adjustments for DPPs 08-14 of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.
- d. One or more of these conditions will cause an employee to appear on the Time Certification Exceptions Report:
  - (1) At least one day out of crossfoot.
  - (2) Employee listed with an uncorrected clock ring or sequence error.
  - (3) Employee records held because of the input of the special processing code (SPC) H via Form 1476, PSDS EMR Items Transcript.
  - (4) Certain error signals generated on Day 14 because of inconsistent inputs.
  - (5) Employees with transfer, training, or loan records with coding omissions.
  - (6) FLSA exempt employees with a variable schedule (FLSA coding 00000).
- e. Credits for employees not listed on the TCE are transmitted to the PDC after DPP 14 mini-split. Employees listed on the TCE but adjusted between the DPP 14 mini-split and the DPP 14 final cutoff are transmitted to the PDC after the the DPP 14 final cutoff. Credits for all other employees are transmitted after DPP 03 mini-split whether or not they have been adjusted.

- f. Transfer, loan and training records only apply to work and overtime hours. Only hours type codes 80, 90, 91, and 92 may be used to adjust transfer, training, or loan hours. Regular overtime and penalty overtime are combined in the R/OT column of the EAR and Time Certification reports for transfer, training and loan records.
- g. Transfer records are created when carriers assigned to LDC 21 use street time operation numbers (713, 715, 717, 719, 721, 723, 725, 727). These hours are only visible as a transfer to LDC 22 on the **Pay Period Transfer, Loan, and Training Hours Report**. See Handbook F-22, 422, for adjustment procedures for these transfer records.





# 7 *Time and Attendance Inquiries*

## **A. Attendance Inquiry (TR 7)**

### **1. Attendance Inquiry by Machine Number (TR 70)**

TR CD	MACHINE NO.	TIME	DPP	
70	XXXX	XX.XX	XX	

#### **Machine Number**

Enter the machine number against which the inquiry will run. The first digit of the number is "6" for badge readers and "1" for transactors.

#### **Time**

Enter the time for which the inquiry is specified. Rings made on the machine after this time will not be shown.

#### **DPP**

Enter the current Day of the Pay Period.

*Note 1:* This TR is used by Postal Inspectors, Systems Compliance Analysts, and supervisors to obtain a list of employees whose last clock ring was made on a specified input device prior to a specified time. This transaction is used to verify attendance and labor distribution.

*Note 2:* Only on-the-clock rings (BT, IL, MV, RA, RC) appear on this report.

## 2. Attendance Inquiry by Operation Number/Pay Location (TR 76)

TR CD	TIME	PAY LOC/ OPN CODE	INQUIRY TYPE	DPP	
76	XX.XX	XXX	X	XX	

### Time

Enter the time for which the inquiry is specified. Rings made after this time will not be shown.

### PAY LOC/OPN Code

Enter the pay location or operation number against which the inquiry will run.

### Inquiry Type

Enter either:

- 0 for an inquiry by operation number, or
- 9 for an inquiry by pay location

### DPP

Enter the current day of the pay period.

*Note:* This TR is used by Postal Inspectors, Systems Compliance Analysts, and supervisors to obtain a list of employees charged to a particular operation or assigned to a particular pay location at a specified time. This transaction is used to verify attendance and labor distribution.

## **B. Attendance Inquiry (TR 8)**

### **1. Attendance Inquiry by Employee ID Number (TR 81)**

<b>TR CD</b>	<b>EMPLOYEE ID NO.</b>	
81	XXX-XX-XXXX	

#### **Employee ID Number**

Enter the employee ID against which the inquiry will run.

*Note:* This TR is used to obtain a list of current day transactions for an employee.

## 2. Detailed Hours/Weekly Total Hours Inquiry (TR 82)

TR CD	WEEK	DAY	DAY	DAY	DAY	DAY	DAY	DAY	EMPLOYEE ID NO.
82	X	X	X	X	X	X	X	X	XXX-XX-XXXX

### Week

Enter 1 =First Week

2 =Second Week

### Day

Request individual days by setting the DAY fields to the appropriate day number:

- 1 = Saturday
- 2 = Sunday
- 3 = Monday
- 4 = Tuesday
- 5 = Wednesday
- 6 = Thursday
- 7 = Friday
- 8 = Week-to-Date

Set unused DAY fields to zero. See Notes 1 and 2.

### Employee ID Number

Enter the employee ID number against which the inquiry will run.

- Note 1:* To obtain **detailed** hours for the week-to-date, set the first DAY field to equal 8. Set all other DAY fields to zero.
- Note 2:* To obtain **total** hours for the week-to-date, set the WEEK field to the desired week, and all DAY fields to zero. The response to this inquiry will be printed following the next day's Employee Activity Report.
- Note 3:* The Weekly **Total** Hours Inquiry provides summarized daily data beginning with day of the week to the current day or the last day of the first week, whichever is later. Data from the first week can be obtained in week 2, until the DPP 12 cut-off. Week 2 data can be obtained until the DPP 14 cut-off.

# 8 *Miscellaneous Transactions*

## A. Master File Change Transactions

### 1. Rotating Scheduled Days Off (SDO) Change (TR 84).

TR CD	WEEK OF CYCLE	EFFECTIVE PAY PER	ROTATION/ DELETE CODE	EMPLOYEE ID NO.
84	XX	XX	XX	XXX-XX-XXXX

#### Week of Cycle

Enter the code for the Week-Of-the-Cycle (WOC) that corresponds to the days-off in the first week of the pay period in which the rotation becomes effective.

#### Effective Pay Per

Enter the current pay period or the next pay period.

00 = Current Pay Period

01-27 = Next Pay Period (an SDO change can be effective only **one** pay period in advance.)

#### Rotation/Delete Code

Enter a valid rotation code or a deletion code:

01-98 = Rotation codes (see Appendix 4)

99 = Deletion code

Some common rotation codes are:

65 = Carrier Rotation

66 = Constant Saturday

39 = Limited Constant Sunday

## Employee ID Number

Enter the ID number of the employee for whom the change is made.

*Note 1:* The effective week (i.e., the week the employee begins a new rotation) must always be the first week of a pay period. The system automatically applies a TR 84 to the first week of the current or the next pay period. Therefore, the Week-Of-Cycle chosen to begin the rotation must be the **first** week of a pay period. If a rotation becomes effective in week 2 of a pay period, adjust the current pay period with a temporary TR 85 and input an advance TR 84 for next pay period.

*Note 2:* If a TR 84 is input on DPPs 13, 14, or on DPP 01 **prior to the DPP 14 cutoff**, it will be rejected if the **EFFECTIVE PAY PERIOD** is not set to next pay period, that is, if it is not an advance transaction.

*Note 3:* Prior pay period changes cannot be made with a TR 84. Use TR 85 to input prior pay period changes. This TR 85 will adjust the prior pay period only and will have no effect on the current pay period employee master record.

*Note 4:* Input on-line deletes by setting the **ROTATION/DELETE** code to "99" and the original coding in all other fields.

## 2. Non-Rotating Scheduled Days Off Change (TR 85)

TR CD	WEEK ONE SDOs	WEEK TWO SDOs	EFFECTIVE PAY PER	TEMPORARY/ DELETE CODE	EMPLOYEE ID NO.
85	XX	XX	XX	XX	XXX-XX-XXXX

### Week One SDOs

Enter valid scheduled days-off in this field. Always use "00" when making a prior pay period change. Week one, current pay period changes, can be made until the Day 12 cutoff.

### Week Two SDOs

Enter valid scheduled days-off in this field.

### Effective Pay Period

Enter the current pay period or the next pay period.

00 = Current Pay Period

00 = Prior Pay Period (see Notes 1 and 3)

Next Pay Period (an SDO change can only be effective

01 - 27 = one pay period in advance.)

### Temporary/Delete Code

Enter 00 for a permanent change

89 for a temporary change

for a deletion of a TR 85 previously entered on the

99 current day

### Employee ID Number

Enter the ID number of the employee master record to be changed.

*Note 1:* If changing only one week, zero fill the week that is unchanged.

*Note 2:* Current pay period changes can be entered for week one until Day 12 cutoff, and for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.

*Note 3:* If the SDO change is for the prior pay period, toggle the screen to prior pay period mode using the PF-10 key and set the WEEK ONE SDOs, EFFECTIVE PAY PERIOD, and the TEMPORARY/DELETE CODE to zero. These changes have no effect on

the current pay period. If the current pay period employee master record must be changed, you must input another TR 85 for the current pay period.

*Note 4:* Prior pay period changes for week two of the prior pay period can be entered after the Day 14 cutoff up until the Day 03 mini-split cutoff for employees held until the DPP 03 mini-split.

*Note 5:* A temporary SDO change is made with TR 85. The system will retain the original SDOs, including rotating SDOs, and restore them at the start of the next pay period.

*Note 6:* Input on-line deletes by setting the TEMPORARY/DELETE code to "99" and the original coding in all other fields.



### 3. Labor Distribution Code (LDC) Change (TR 86)

TR CD	LDC CHANGE WK ONE	LDC CHANGE WK TWO	EMPLOYEE ID NO.
86	XX	XX	XXX-XX-XXXX

If the change is effective on day 01 of the PP:

LDC CHANGE WK ONE

Set this field to a valid LDC.

LDC CHANGE WK TWO

Set this field to zero.

If the change is effective on day 08 of the PP:

LDC CHANGE WK ONE

Set this field to zero.

LDC CHANGE WK TWO

Set this field to a valid LDC.

#### Employee ID Number

Enter the employee ID number of the employee master record to be changed.

*Note 1:* Current pay period changes can be entered for week one until Day 12 cutoff, for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff. Prior pay period changes for week two of the prior pay period can be entered after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 minisplit. Toggle the screen to the prior pay period mode using the PF-10 key.

*Note 2:* If the LDC change is for the prior pay period, toggle the screen to prior pay period mode and set the LDC CHANGE WK ONE to zero and the LDC CHANGE WK TWO to a valid LDC. These changes have no effect on the current pay period. If the current pay period employee master record must be changed, it is necessary to input another TR 86 for the current pay period.

## **B. Transfer, Training, and Loaned Record Coding Transactions**

### **1. Loaned Record Coding (TR 87)**

<b>TR CD</b>	<b>FINANCE NO.</b>	<b>LDC</b>	<b>EMPLOYEE ID NO.</b>	
87	XX-XXXX	XX	XXX-XX-XXXX	

#### **Finance Number**

Enter the finance number of the borrowing facility.

#### **LDC**

Enter the labor distribution code for the functional area within the borrowing facility under which the employee is working.

#### **Employee ID Number**

Enter the employee ID of the loaned employee.

*Note 1:* This transaction affects the first loaned record (serial number 01) only. This transaction is used primarily when an employee is on loan to a single D/A-LDC-Finance No. combination for the entire pay period. With this transaction, loaned TR 5 clock rings can be made on the transactor.

*Note 2:* Current pay period loaned records can be accessed for week one until DPP 12 cutoff, for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff. Prior pay period records for week two of the prior pay period can be accessed after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.

## 2. Loaned Record Coding (TR 88)

TR CD	FINANCE NO.	SERIAL NO.	EMPLOYEE ID NO.	
88	XX-XXXX	XX	XXX-XX-XXXX	

### Finance Number

Enter the finance number of the borrowing facility.

### Serial Number

Enter the serial number of the loaned record to be coded or changed. Loaned records are numbered from the first loaned record (SN 01) through the twentieth (SN 20).

### Employee ID Number

Enter the employee ID of the loaned employee.

*Note 1:* This transaction changes the finance number of an existing loaned record, or one that is established via TR 6, when the employee is loaned to **more than one** D/A-LDC-Finance No. combination for the PP.

*Note 2:* Current pay period loaned records can be accessed for week one until DPP 12 cutoff, for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff. Prior pay period records for week two of the prior pay period can be accessed after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.

### 3. Transfer, Training, and Loaned Record Coding (TR 89)

TR CD	RECORD CODE	D/A CODE	LDC	SERIAL NO.	EMPLOYEE ID NO.	DPP
89	X	XXX	XX	XX	XXX-XX-XXXX	XX

#### Record Code

Enter 3 for Transfer Record  
4 for Training Record  
5 for Loaned Record

#### D/A Code

Set to 000 if the D/A is not being changed (but the LDC is). Set to 000 if the RECORD CODE = 4 (Training Record). Set to a valid D/A if the D/A is to be changed.

#### LDC

Set to 00 if the LDC is not being changed (but the D/A is). Set to a valid LDC if the LDC is being changed.

#### Serial Number

Enter the serial number of the transfer, training, or loaned record to be coded or changed.

01-15 = Transfer Records  
01-08 = Training Records  
01-20 = Loaned Records

#### Employee ID Number

Enter the employee ID of the employee whose transfer, training, or loaned record is to be coded.

#### DPP

Enter any day of the pay period. To adjust prior pay period records, toggle the screen to the prior mode using the PF-10 key.

*Note:* Current pay period loaned records can be accessed for week one until DPP 12 cutoff, for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff. Prior pay period records for week two of the prior pay period can be accessed after the DPP 14 cutoff up until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. Toggle the screen to the prior pay period mode using the PF-10 key.



# Appendix 1. MOD 1

## Operation Numbers and Labor Distribution Codes

### 0 Operations—Support

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS Work Hours      Description	
01	03		581	Industrial Engineering
01	02		582	Quality Control
01	04		594	ZIP + 4 Address Information System
01	04		595	Address Information Systems
01	04		596	5-Digit ZIP Address Information System
01			597	Director, Operations Support
	05		645	Logistics and Transportation
	09		646	Delivery Service Analyst
	08		668	Administrative and Clerical—Operations Support
	05		672	Administrative and Clerical—Logistics and Transportation
	03		673	Administrative and Clerical—Engineering Technical Unit
	04		674	Administrative and Clerical—Address Information Systems

## Operations—Support (continued)

	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
	09		675	Administrative and Clerical—Delivery and Retail Programs
	07		676	Administrative and Clerical—Maintenance Engineering Support
			900	Travel Time (Within Established Hours of Service)
			905	Travel Time (Outside Established Hours of Service)
			920	Manager, Engineering Technical Unit
			921	Manager, Logistics and Transportation
			922	Manager, Quality Control
			924	Manager, Address Information Systems
01			925	Manager, Delivery and Retail Programs
07			926	Manager, Maintenance Engineering Support

## 1 Operations—Mail Processing

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
10	14		002	Presort, Preferential Carrier
10	14		003	Presort, BBM Carrier
10	14	004	004	Presort, 5-Digit—Preferential
10	14	005	005	Presort, 5-Digit—Bulk Business



# 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
10	14	006	006	Presort, ZIP + 4— Preferential
10	14	007	007	Presort, ZIP + 4—Bulk Business
10	14	008	008	Presort, Preferential Rate Category Basic
10	14	009	009	Presort, Bulk Business, Basic
10	14	010	010	Hand Cancel
10	14	011	011	Micro Mark
10	14	012	012	M-36
10	14	013	013	Mark II
10	14	014	014	Flyer
10	14	015	015	Half Mark
10	14	016	016	Flat Canceller
10	14	017-019	017-019	Allied Labor, Cancellers
10	14	020B	020B	Originating Meter Mail— Bypass
10	14	020	020-028	Originating Meter Mail— Preparation
10	13	029	029	Rifle Letter Mail
10	13	030-038	030-038	Combined Outgoing/Incoming Letter—Primary
10	13	040-042	040-042	Outgoing Letters— Secondary
10	13	043	043	State Distribution—Letters
10	13	044	044	Sectional Center Letter Distribution

# 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
10	13	045-049	045-049	Bulk Business Letter Distribution— Outgoing
10	13	050-054	050-054	Priority Mail—Main Facility
10	13	055-059	055-059	Priority Mail—Air Mail Facility
10	13	060-068	060-068	Outgoing Flat—Primary
10	13	069	069	Rifle Flat Mail
10	13	070-072	070-072	Outgoing Flat—Secondary
10	13	073	073	State Distribution—Flats
10	13	074	074	Sectional Center—Flat Distribution
10	13	075-079	075-079	Outgoing Flat—Secondary, Bulk Business
10	12	080	080	MPLSM—Mixed Schemes
10	12	081	081	MPLSM—Outgoing Primary
10	12	082	082	MPLSM—Outgoing Secondary
10	12	083	083	MPLSM—State Distribution
10	12	084	084	MPLSM—Sectional Center Distribution
10	12	085	085	MPLSM—Incoming Primary
10	12	086	086	MPLSM—Incoming Secondary
10	12	087	087	MPLSM—Box Section
10	12	090	090	SPLSM—Mixed Schemes
10	12	091	091	SPLSM—Outgoing Primary

# 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
10	12	092	092	SPLSM—Outgoing Secondary
10	12	093	093	SPLSM—State Distribution
10	12	094	094	SPLSM—Sectional Center Distribution
10	12	095	095	SPLSM—Incoming Primary
10	12	096	096	SPLSM—Incoming Secondary
10	12	097	097	SPLSM—Box Section
10	13	100-104	100-104	Outgoing Parcel Distribution
10	12	105-108	105-108	Mechanized Parcel Sorter
10	15		109	Rewrap—Damaged Parcels
10	14	110-117	110-117	Outgoing Opening and Primary Distribution
10	14	118	118	ACDCS—Outgoing
10	14	119	119	ACDCS—Incoming
10	14	120-129	120-129	Pouch Racks, Tray Banding, and Loose Pack
10	13	130	130	SCF Parcel Distribution
10	15		131	Express Mail
10	15		132	Intelpost
10	14	134	134	SPBS—Outgoing, Preferential
10	14	135	135	SPBS—Outgoing, Bulk Business Mail
10	14	136	136	SPBS—Incoming, Preferential
10	14	137	137	SPBS—Incoming, Bulk Business Mail

## 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
10	12	140	140	MPFSM—Mixed Schemes
10	12	141	141	MPFSM—Outgoing Primary
10	12	142	142	MPFSM—Outgoing Secondary
10	12	143	143	MPFSM—State Distribution
10	12	144	144	MPFSM—Sectional Center Distribution
10	12	145	145	MPFSM—Incoming Primary
10	12	146	146	MPFSM—Incoming Secondary
10	12	147	147	MPFSM—Box Section
10	13	150-159	150-159	Incoming Letter—Primary
10	13	160-167	160-167	Incoming Letter— Secondary
10	13	168	168	Letter Box Section—Main Office Primary
10	13	169	169	Letter Box Section—Main Office Secondary
10	13	170-174	170-174	Incoming Flat—Primary
10	13	175-177	175-177	Incoming Flat—Secondary
10	13	178	178	Flat Box Section—Main Office Primary
10	13	179	179	Flat Box Section—Main Office Secondary
10	14	180-189	180-189	Incoming Opening Unit and/or Distribution
10	12	190	190	SPFSM—Mixed Schemes
10	12	191	191	SPFSM—Outgoing Primary

## 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
10	16		554-555	Office Work and Recordkeeping—Mail Processing
10	16		560-564	Miscellaneous Mail Processing Activities
10	15		584	Mailgram
10	15	585-590	585-590	Registry Section
10			598	Director, City Operations
	16		607	Stewards Duty Time— Clerks
	16		612	Stewards Duty Time—Mail Handlers
10	16		620	Travel Time (Within Established Hours of Service)
10	16		625	Travel Time (Outside Established Hours of Service)
10	16		630	Meeting Time
10	15	669	669	Express Mail Distribution—Outgoing
	16		677	Administrative and Clerical—General Mail Facility
	16		681	Administrative and Clerical—Air Mail Facility
10			698	Automation Supervisor
10			699	Mechanization Supervisor
10			700	Manual Supervisor
10			701	Other Direct Supervisor
10			702	Indirect Supervisor

# 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
10	15	793	793	Express Mail Distribution—Incoming
10	11	831	831	Multi-Line OCR—Outgoing Primary
10	11	832	832	Multi-Line OCR—Outgoing Secondary
10	11	833	833	Multi-Line OCR—Managed Mail
10	11	834	834	Multi-Line OCR— Incoming SCF Primary
10	11	835	835	Multi-Line OCR— Incoming Primary
10	11	836	836	Multi-Line OCR— Incoming Secondary
10	11	837	837	Multi-Line OCR—Box Section
	11	838	838	Multi-Line OCR—Business Reply
10	11	846	846	Single Line OCR— Incoming Secondary (CRIS)
10	11	847	847	Single Line OCR—Box Section (CRIS)
10	11	851	851	Single Line OCR— Outgoing Primary
10	11	852	852	Single Line OCR— Outgoing Secondary
10	11	853	853	Single Line OCR— Managed Mail
10	11	854	854	Single Line OCR— Incoming SCF Primary

# 1 Operations—Mail Processing (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
10	11	855	855	Single Line OCR— Incoming Primary
10	11	856	856	Single Line OCR— Incoming Secondary
10	11	857	857	Single Line OCR—Box Section
10	11	858	858	Single Line OCR—Business Reply
10	11	870	870	Bar Code Sorter—Mixed Scheme
10	11	871	871	Bar Code Sorter—Outgoing Primary
10	11	872	872	Bar Code Sorter—Outgoing Secondary
10	11	873	873	Bar Code Sorter—Managed Mail
10	11	874	874	Bar Code Sorter— Incoming SCF Primary
10	11	875	875	Bar Code Sorter— Incoming Primary
10	11	876	876	Bar Code Sorter— Incoming Secondary
10	11	877	877	Bar Code Sorter—Box Section
10	11	878	878	Bar Code Sorter—Business Reply
10			927	Manager, GMF Operations
10			928	Tour Superintendent, Mails
10	15		930	Business Reply—Postage Due
10			932	Manager, Air Mail Facility

## 2 Operations—Delivery Service

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
20	21		354	Stand-by
	21		613	Stewards Duty Time— Carriers
	24		614	Stewards Duty Time— Special Delivery
20	21		622	Travel Time (Within Established Hours of Service)
20	21		627	Travel Time (Outside Established Hours of Service)
20	21		632	Meeting Time
20			705	Supervisors, Delivery Services
20			707	Supervisors, Route Examination
20			708	Supervisors, All Other Delivery Services
29			709-711	Routers
20			713	VIM Routes—Street
20			714	VIM Routes—Office
20			715	Two-Trip Business—Street
20			716	Two-Trip Business—Office
20			717	One-Trip Business—Street
20			718	One-Trip Business—Office
20	22		719	Residential Foot—Street
20	21		720	Residential Foot—Office



## 2 Operations—Delivery Service (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
20	22		721	Residential Motorized— Street
20	21		722	Residential Motorized— Office
20	22		723	Two-Trip Mixed Foot— Street
20	21		724	Two-Trip Mixed Foot— Office
20	22		725	Two-Trip Mixed Motor— Street
20	21		726	Two-Trip Mixed Motor— Office
20	22		727	One-Trip Mixed Foot— Street
20	21		728	One-Trip Mixed Foot— Office
20	22		729	One-Trip Mixed Motor— Street
20	21		730	One-Trip Mixed Motor— Office
20	27		731	Collections—Street
20	27		732	Collections—Office
20	23		733	Parcel Post—Street
20	23		734	Parcel Post—Office
20	23		735	Relay Carriers—Street
20	23		736	Relay Carriers—Office
20	23		737	Combination Routes— Street

## 2 Operations—Delivery Service (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
20	23		738	Combination Routes—Office
20	23		739	Carrier Drivers—Street
20	23		740	Carrier Drivers—Office
20	24		744	Special Delivery Messengers
	25		757	City Employee on a Rural Route

## 3 Operations—Maintenance

### 3a Vehicle Services

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
	31		615	Stewards Duty Time—VMF
	31		617	Stewards Duty Time—MVS and Vehicle Operators
	33		647	VPO Support
	31		679	Administrative and Clerical—Fleet Operations
30			758	Manager, Fleet Operations (including Acting)
30			759	Supervision—Fleet Operations
30			760	Supervision—Vehicle Services (including Acting)
30	32		761	Mechanic
30	32		762	Garagemen
30	31		763	Clerk, VMF
30	31		764	Clerk, MVS

### 3a Vehicle Services (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
30	34		765	Motor Vehicle Operators
30	34		766	Tractor Trailer Operations
30	34		772	Motor Vehicle Operator— Collections
30	34		773	Tractor Trailer Operations—Collections
30	31		901	Travel Time (Within Established Hours of Service)
30	31		906	Travel Time (Outside Established Hours of Service)

### 3b Plant and Equipment Maintenance

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
	39		616	Stewards Duty Time— Maintenance
35	39		624	Travel Time (Within Established Hours of Service)
35	39		629	Travel Time (Outside Established Hours of Service)
35	39		634	Meeting Time—OM
	39		680	Administrative and Clerical—Plant and Equipment Maintenance
	39		745	Maintenance Administration
	39		746	Telephone Switchboard
	38		747-749	Maintenance—Building Services

### 3b Plant and Equipment Maintenance (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS Work Hours	Description
	36		750-752	Maintenance—Postal Operating Equipment
	37		753-754	Maintenance—Building and Plant Equipment
35			879	Acting Supervisors
35			933	Manager, Plant and Equipment Engineering
35			951	Supervisor, Postal Operating Equipment Maintenance
35			952	Supervisor, Building Systems Equipment
35			953	Supervisor, Custodial
35			954	Supervisor, Planning, Control and Stores

### 4 Operations—Customer Services

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS Work Hours	Description
40	43	240-339	240-339	Distribution at Stations and Branches
40	48		353	Stand-by
40	42		355-453	Window Service, etc. at Stations and Branches
40	49		539	ZIP + 4 Lookup—CMU/CFS
40	48		542-543	Insured—COD—Customs
40	48		544	Cages serving Carriers and Special Delivery Messengers

#### 4 Operations—Customer Services (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
40	48		558	Office Work and Recordkeeping—Customer Services
40	48		559	Office Work and Recordkeeping—Delivery Services
40	42		568	Window Service—Main Office
40	48		583	Express Mail
	48		608	Stewards Duty Time— Customer Service
40	48		621	Travel Time (Within Established Hours of Service)
40	48		626	Travel Time (Outside Established Hours of Service)
40	48		631	Meeting Time—Customer Service
	48		678	Administrative and Clerical—Area Stations
40			706	Supervisors, Customer Services
40	48		741	Miscellaneous Delivery Service
40	48		742	Miscellaneous Customer Service
40	44	769	769	Box Section—Stations and Branches
40	48		794	Miscellaneous Mail Markup Activities at Stations and Branches
40	49		795	Address Label Preparation—Manual System

#### 4 Operations—Customer Services (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
40	49		796	Mail Markup and Forwarding—Manual System
40	49		797	Computer Mail Forwarding
40			929	Manager, Area Stations
40	48		980	SSPC Technician Station/Branch Maintenance
40	48		981	SSPC Technician Station/Branch Maintenance—Travel
40	48		982	SSPC Technician Station/Branch Service
40	48		983	SSPC Technician Station/Branch Service—Travel
40	48		984	SSPC Technician Main Office Maintenance
40	48		985	SSPC Technician Main Office Maintenance—Travel
40	48		986	SSPC Technician Main Office Service
40	48		987	SSPC Technician Main Office Service—Travel

#### 5 Controller

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
50	56		540	Miscellaneous Controller Activities
50	56		556	Office Work and Recordkeeping—Controller

## 5 Controller (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
50	57		569	C/RA Cost Ascertainment—Non- Controller Employee
50	57		579	ODIS—Non-Controller Employee
50	57		592	C/RA Cost Ascertainment—Controller Employee
50			599	Controller, Division
	56		610	Stewards Duty Time— Controller
50	56		623	Travel Time (within established hours of service)
50	56		628	Travel Time (outside established hours of service)
50			635	Meeting Time—Supervisor
	51		636	Meeting Time—Non- Supervisor
	56		637	Meeting Time— Administrative and Clerical
	53		638	Meeting Time—PSDS Operations
	54		639	Meeting Time—Budget and Financial Analysis
	55		640	Meeting Time—Systems Compliance
	51		648	Management Information Systems
	53		649	PSDS Operations

## 5 Controller (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
	54		650	Budget and Financial Analysis
	56		651	Administrative and Clerical—Controller
	51		682	Administrative and Clerical—Management Information System
	52		683	Administrative and Clerical—Accounting Services
	54		684	Administrative and Clerical—Budget and Financial Analyst
	55		685	Administrative and Clerical—System Compliance
50			703	Supervision—Controller
50			923	Supervisor, Data Collection
50			934	Manager, Management Information Systems
50			935	Manager, EDP Systems Operations
50			936	Manager, Accounting Services
50			937	General Supervisor, PSDS Operations/ Data Systems Management Officer
50			938	Manager, Budget and Financial Analysis
50			939	Manager, Systems Compliance
50	57		967	ODIS, Controller Employee



## 5 Controller (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
50	53		999	Summation of Hours in Invalid Operations

## 6 Human Resources

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
60	62		541	Miscellaneous Human Resources
60	62		557	Office Work and Recordkeeping
60	62		566	Training Instructors
60	62		572	Personnel Section
60			600	Director, Human Resources
	62		611	Stewards Duty Time
60			641	Meeting Time—Supervisors
	61		642	Meeting Time—Labor Relations
	62		643	Meeting Time—Personnel Services
	64		644	Meeting Time—EEO/Affirmative Action
	61		652	Labor Relations Activities
	63		653	Safety and Health
	64		654	EEO/Affirmative Action
	61		686	Administrative and Clerical—Labor Relations
	64		687	Administrative and Clerical—EEO/Affirmative Action

## 6 Human Resources (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
	62		688	Administrative and Clerical—Employee Development
	62		689	Administrative and Clerical—Personnel Services
	62		690	Administrative and Clerical—Employee Placement
	62		691	Administrative and Clerical—Training
	63		692	Administrative and Clerical—Safety and Health
60			704	Supervisors
60	62		902	Travel Time (Within Established Hours of Service)
60	62		907	Travel Time (Outside Established Hours of Service)
60			940	Manager, Labor Relations
60			941	Manager, EEO Compliance and Procedures
60			942	Manager, Employee Development
60			943	Manager, Personnel Services
60			944	Manager, Training
60			945	Manager, Safety and Health
69	69		958	Rehabilitation
68	68		959	Limited Duty

## 7 Marketing and Communications

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
70	79		001	Platform Acceptance and Weighing Unit
70	75		551-552	Claims and Inquiry
70			601	Director, Marketing and Communications
70			655	Supervision, Marketing and Communications
	71		656	Account Management
	72		657	Technical Sales and Services
	73		658	Merchandising and Promotion
	74		659	Communications
	75		660	Mailing Requirements
	76		661	Consumer Affairs
	77		662	Accountable Paper
	78		663	Administrative and Clerical—Marketing and Communications
	72		693	Administrative and Clerical—Technical Sales and Services
	73		694	Administrative and Clerical—Merchandising and Promotion
	72		695	Administrative and Clerical—Commercial Accounts
	74		696	Administrative and Clerical—Public and Employee Communications

## 7 Marketing and Communications (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
	75		697	Administrative and Clerical—Mailing Requirements
70	79		839	Bulk Mail Verification
70	78		903	Travel Time (Within Established Hours of Service)
70	78		908	Travel Time (Outside Established Hours of Service)
70			946	Manager, Technical Sales and Services
70			947	Manager, Merchandising and Promotion
70			948	Manager, Commercial Accounts
70			949	Manager, Public and Employee Communications
70			950	Manager, Mailing Requirements

## 8 Administration (Field)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
88			455-462	Regional Projects and Studies—Supervisory
	89		463-470	Regional Projects and Studies—Non-Supervisory
88			471-504	Headquarters Projects and Studies—Supervisory
	89		505-538	Headquarters Projects and Studies—Non-Supervisory

## 8 Administration (Field) (continued)

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
81	83		570	Administrative Services— Supply Section
81	82		571	Executive Section
81			602	Manager, Administrative Services
81			603	Director, Field Operations
81			664	Supervisor, Administration
	82		665	Administrative and Clerical—Administration
	83		666	Procurement
84			667	Supervision, Facility
	85		670	Administrative and Clerical—Facilities
80			671	Postmaster or Installation Head
	82		712	Administrative and Clerical—Administration
81	82		904	Travel Time (within established hours of service)
81	82		909	Travel Time (outside established hours of service)

## 9 Training

Supv LDC	Non-supv LDC	Volume	OPERATION NUMBERS	
			Work Hours	Description
90	90		780	Training—Operations Support
91	91		781	Training—Mail Processing
92	92		782	Training—Delivery Services

## 9 Training (continued)

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
93	93		783	Training—Maintenance
94	94		784	Training—Customer Services
95	95		785	Training—Controller
96	96		786	Training—Human Resources
97	97		787	Training—Marketing and Communications
98	98		788	Training—Administration
93	93		789	Training—Vehicle Services

## 10 Loaned—Operation Numbers

Supv LDC	Non-supv LDC	Volume	Work Hours	OPERATION NUMBERS Description
			988	Loaned as an Officer-in- Charge
			989	Loaned to Headquarters, Headquarters related units, Inspection Service, or Regional Offices
			990	Loaned as a Supervisor
			991	Loaned as a Clerk
			992	Loaned as a Mail Handler
			993	Loaned as a Carrier
			994	Loaned as a Special Delivery Messenger
			995	Loaned as a VMF Mechanic
			996	Loaned as a Maintenance Building Services Employee
			997	Loaned as a Rural Carrier



## Appendix 2. Disallowance Codes

### Explanation:

Time recorded as hours worked **cannot be reduced** unless a Disallowance Code is included with a **base record**, TR 6, Total Hours Adjustment.

If the disallowance is for a higher level record and a base record adjustment is not required, the hours cannot be reduced unless HOURS TYPE 99 is used with the base record, RECORD CODE 1, and the appropriate Disallowance Code.

These codes are used with TR 6 adjustments.

Disallowance Code	Reason
90	Unauthorized early begin tour ring—no work performed before beginning of tour
91	Unauthorized late end tour ring—no work performed after end of tour
92	Unauthorized short lunch rings—no work performed during official lunch period
93	No lunch clock ring input—no work performed during official lunch period
94	Erroneous daily clock ring adjustment—time not worked
95	Erroneous badge card used—time not worked
97	Unauthorized early begin tour ring and an unauthorized late end tour ring—no work performed before the beginning of tour and no work performed after the end of tour
98	Unauthorized short lunch rings and unauthorized late end tour ring—no work performed during official lunch period and no work performed after the end of tour

*Note:* To disallow clock time, the supervisor **MUST** prepare a written statement on Form 1017-A, *Time Disallowance Record*, citing the factual basis for knowledge that the employee was not working during the period of time disallowed.





## *Appendix 3. Glossary of Abbreviations*

<b>Abbreviation</b>	<b>Definition</b>
AC	Action Code
ADM	Administrative Leave
AID	Alphanumeric Input Device
AL	Annual Leave
AMF	Airport Mail Facility
AOG	Act of God Leave
ATAL	Administration of Attendance and Leave
AWOL	Absence Without Official Leave
AUC	Authorized/Unauthorized (Overtime) Code
AUTH	Authorizer or Authorized
AUT	Authorized
AUT/UNA	Authorized/Unauthorized (Leave) Absence
AUX	Auxiliary Carrier Time
BLD	Blood Donor
BMC	Bulk Mail Center
BT	Begin Tour
CD	Code
CDY	Court Duty Leave
CON	Convention Leave
COP	Continuation of Pay
CRE	Clock Ring Error Report
D/A	Designation/Activity Code
DCS	Data Collection Site
DEF	Civil Defense Leave
DIS	Civil Disorder Leave
DIS	Disallowance Code
DPP	Day of Pay Period
DRA	Daily Ring Adjustment
DSMO	Data System Management Officer
DST	Daylight Saving Time
EBR	Employee Badge Reader
EAR	Employee Activity Report
EAS	Executive and Administrative Schedule
EEO	Equal Employment Opportunity
EMF	Employee Master File
EMR	Employee Master Record

<b>Abbreviation</b>	<b>Definition</b>
<b>EOM</b>	End of Message
<b>ET</b>	End Tour
<b>FLSA</b>	Fair Labor Standards Act
<b>FLSA-E</b>	Exempt—Not Covered by FLSA
<b>FLSA-N</b>	Nonexempt—Covered by FLSA
<b>FT</b>	Full-Time
<b>GOT</b>	Guaranteed Overtime
<b>GS,PSDS</b>	General Supervisor, PSDS Operations
<b>GT</b>	Guaranteed Time
<b>HL</b>	Holiday Leave
<b>H/L</b>	Higher Level
<b>HOL</b>	Holiday
<b>HSP</b>	Holiday Scheduling Premium
<b>ID</b>	Identification Number (Social Security Number)
<b>IL</b>	In-from-Lunch
<b>IOD</b>	Injury on Duty—OWCP (LWOP)
<b>LDC</b>	Labor Distribution Code
<b>LSL</b>	LWOP—In Lieu of Sick Leave
<b>LOM</b>	Length of Message
<b>LSM</b>	Letter Sorting Machine
<b>LV/ST</b>	Level and Step
<b>LV</b>	Leave
<b>LWOP</b>	Leave Without Pay
<b>MACH</b>	Machine
<b>MAT</b>	Maternity Leave (LWOP)
<b>MIL</b>	Military Leave
<b>MODS</b>	Management Operating Data System
<b>MSC</b>	Management Sectional Center
<b>MV</b>	Move
<b>MVS</b>	Motor Vehicle Service
<b>NBRP</b>	Non-bargaining Rescheduling Premium
<b>NCD</b>	Non-City Delivery
<b>ND</b>	Night Differential
<b>NO.</b>	Number
<b>NT</b>	No Time
<b>NUM</b>	Number
<b>OL</b>	Out-to-Lunch
<b>OOS</b>	Outside of Schedule Overtime
<b>OPN</b>	Operation Number
<b>OT</b>	Overtime
<b>OWCP</b>	Office of Worker's Compensation Program
<b>PA</b>	Personal Absence

<b>Abbreviation</b>	<b>Definition</b>
<b>PAY LOC</b>	Pay Location
<b>PCES</b>	Postal Career Executive Schedule
<b>PDC</b>	Postal Data Center
<b>PER</b>	LWOP—Personal
<b>PL (P/L)</b>	Pay Location
<b>PMO</b>	Postmaster Organization Leave
<b>POT (P/OT)</b>	Penalty Overtime
<b>PP</b>	Pay Period
<b>PPP</b>	Prior Pay Period
<b>PRO</b>	LWOP—Proffered
<b>Pr PP</b>	Prior Pay Period
<b>PS</b>	Pay Schedule (APWU)
<b>PSD/TECH</b>	Postal Source Data Technician
<b>PT</b>	Part-Time
<b>PSDS</b>	Postal Source Data System
<b>Q</b>	Qualified
<b>RA</b>	Route Assignment (TR 41)
<b>RC</b>	Route Change (TR 42)
<b>REL</b>	Relocation Leave
<b>REP</b>	Replacement Carrier Time
<b>REPL</b>	Replacement Carrier Time
<b>ROT</b>	Regular Overtime
<b>RSC</b>	Rate Schedule Code (Alpha)
<b>RTE</b>	Route
<b>SCH</b>	Rate Schedule Code (Numeric)
<b>SCH</b>	Scheduled
<b>SCH/UNS</b>	Scheduled/Unscheduled
<b>SDO</b>	Scheduled Day(s) Off
<b>SER</b>	Serial Number
<b>SER/DIS</b>	Serial Number/Disallowance Code
<b>SL</b>	Sick Leave
<b>SN</b>	Serial Number
<b>SOM</b>	Start of Message
<b>SP</b>	Sunday Premium
<b>SPC</b>	Special Processing Code
<b>SPT</b>	LWOP—Suspension Pending Termination
<b>SRF</b>	Separate Reporting Facility
<b>SUS</b>	Suspension
<b>T&amp;A</b>	Time and Attendance
<b>TCE</b>	Time Certification Exception Report
<b>TCR</b>	Time Certification Report
<b>TR</b>	Transaction

<b>Abbreviation</b>	<b>Definition</b>
<b>TR CD</b>	Transaction Code
<b>TTL</b>	Transfer, Training, and Loaned
<b>TVL</b>	Travel Time
<b>TY</b>	Type
<b>UAC</b>	Unscheduled Absence Code (Leave)
<b>UNA</b>	Unauthorized Overtime
<b>UNS</b>	Unscheduled
<b>UOF</b>	Union Official Leave (LWOP)
<b>USPS</b>	United States Postal Service
<b>VFL</b>	Veteran's Funeral Leave
<b>VMF</b>	Vehicle Maintenance Facility
<b>VOT</b>	Voting Leave
<b>W/B</b>	Wilkes-Barre PDC
<b>WC</b>	Work Center (BMC)
<b>WK</b>	Week
<b>WOC</b>	Week of Cycle
<b>X-FT</b>	Crossfoot

## *Appendix 4. Rotating SDO Codes*

Eighty-two variations of rotating days off are utilized in PSDS facilities, not including two-week rotations. TR 84, Rotating Scheduled Days Off Change, is used to input all variations of rotating days off where the SDOs rotate for 3 through 20 week cycles. All known variations of rotating SDOs are listed in this Appendix, beginning with three week rotations. Each variation is given a numeric code for input to the ROTATION CODE field of the TR 84.

Each chart describing a rotation code begins with the first week in a rotation cycle, week-of-cycle one (WOC 01). However, an employee can begin a rotation on any WOC as long as that WOC is the first week of a pay period. That is, the week an employee begins a new rotation must always be the first week of a pay period.

For example, rotation code 05 has fifteen weeks in its rotation cycle. Employees can begin a fifteen week SDO rotation on any week of this fifteen week cycle. An employee can begin on the eleventh week (WOC 11) if this is the first week of the effective pay period. If an employee enters the fifteen week rotation on the eleventh week, the SDOs in week one of the effective pay period would be 1-2 (WOC 11), in week two, 2-6 (WOC 12), in week one of the next pay period, 1-2 (WOC 13), in week two, 1-2 (WOC 14), and so forth.

## THREE WEEK ROTATIONS

### Rotation Code 03

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02			X	X			
03						X	X

### Rotation Code 20

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03			X				X

### Rotation Code 21

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				

### Rotation Code 22

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			

**Rotation Code 23**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X				X

**Rotation Code 24**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03						X	X

**Rotation Code 25**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X	X				

**Rotation Code 26**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X	X				
03			X	X			



**Rotation Code 27**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X	X				
03				X	X		

**Rotation Code 28**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X	X				
03						X	X

**Rotation Code 29**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X	X				
03	X						X

**Rotation Code 30**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03						X	X

**Rotation Code 31**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03				X	X		

**Rotation Code 32**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03				X	X		

**Rotation Code 33**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03		X					X

**Rotation Code 34**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02				X	X		
03						X	X

**Rotation Code 35**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X					X
03		X				X	

**Rotation Code 36**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X				X	
03		X					X

**Rotation Code 37**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X					X

**Rotation Code 38**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X			X		

**Rotation Code 39**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X					X

**Rotation Code 78**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X		X			
03		X			X		

**Rotation Code 79**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X					X

**FOUR WEEK ROTATIONS****Rotation Code 41**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X				X	
03	X	X					
04		X					X

**Rotation Code 42**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03	X	X					
04		X					X

**Rotation Code 43**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03				X	X		
04						X	X

**Rotation Code 44**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03		X				X	
04		X					X

**Rotation Code 45**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			
04			X	X			

**Rotation Code 46**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02			X	X			
03	X	X					
04					X	X	

**Rotation Code 47**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04		X	X				

**Rotation Code 48**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04		X					X

**Rotation Code 49**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01			X				X
02	X	X					
03		X	X				
04		X	X				

**Rotation Code 85**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X				X	
04		X					X

**Rotation Code 86**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X			X		
04		X					X

**Rotation Code 87**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X				X	
04		X					X

**Rotation Code 88**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03	X	X					
04			X				X

## FIVE WEEK ROTATIONS

### Rotation Code 51

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04				X	X		
05						X	X

### Rotation Code 52

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X			X		
04		X				X	
05		X					X

### Rotation Code 53

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02			X	X			
03				X	X		
04					X	X	
05						X	X



### Rotation Code 54

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04	X	X					
05		X					X

### Rotation Code 55

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04		X	X				
05	X						X

### Rotation Code 56

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X	X				
04				X	X		
05						X	X

### Rotation Code 57

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04	X	X					
05						X	X

### Rotation Code 58

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04	X	X					
05			X	X			

### Rotation Code 59

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04	X	X					
05			X	X			

### Rotation Code 73

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03	X	X					
04		X				X	
05		X					X

### Rotation Code 74

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04		X			X		
05		X					X

### Rotation Code 10

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04				X	X		
05						X	X

### Rotation Code 11

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			
04	X	X					
05		X			X		

### Rotation Code 12

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			
04	X	X					
05		X		X			

### Rotation Code 13

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			
04	X	X					
05		X	X				

### Rotation Code 14

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X					X
04	X	X					
05			X				X

### Rotation Code 15

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04	X	X					
05			X				X

### Rotation Code 16

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X			X		
04	X	X					
05					X		X

**Rotation Code 17**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X					X
04	X	X					
05				X			X

**Rotation Code 18**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04	X	X					
05		X	X				

**Rotation Code 19**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03			X	X			
04		X					X
05		X					X

## SIX WEEK ROTATIONS

### Rotation Code 61

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03	X	X					
04		X			X		
05	X	X					
06		X					X

### Rotation Code 62

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X				X	
04	X	X					
05	X	X					
06		X					X

### Rotation Code 63

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X		X			
04	X	X					
05		X			X		
06						X	X

**Rotation Code 64**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03	X	X					
04		X				X	
05	X	X					
06		X					X

**NORMAL CARRIER ROTATION****Rotation Code 65**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X		X			
04		X			X		
05		X				X	
06		X					X

**Rotation Code 66**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X		X				
03	X			X			
04	X				X		
05	X					X	
06	X						X



**Rotation Code 67**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03		X	X				
04		X	X				
05		X	X				
06		X	X				

**Rotation Code 68**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X					X
02		X				X	
03		X			X		
04		X		X			
05		X	X				
06	X	X					

**Rotation Code 69**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X		X			
04		X		X			
05		X		X			
06		X		X			

### Rotation Code 75

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03		X			X		
04		X			X		
05		X			X		
06		X			X		

### Rotation Code 76

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X				X	
03		X				X	
04		X				X	
05		X				X	
06		X				X	

### Rotation Code 77

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X					X
03		X					X
04		X					X
05		X					X
06		X					X

## SEVEN WEEK ROTATIONS

### Rotation Code 71

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03	X	X					
04		X				X	
05	X	X					
06		X					X
07	X	X					

## EIGHT WEEK ROTATIONS

### Rotation Code 81

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03	X	X					
04		X			X		
05	X	X					
06		X				X	
07	X	X					
08		X					X

## NINE WEEK ROTATIONS

### Rotation Code 91

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X				X	
04	X	X					
05		X		X			
06		X			X		
07	X	X					
08		X	X				
09		X					X

### Rotation Code 92

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X				X	
04	X	X					
05		X	X				
06		X			X		
07	X	X					
08		X		X			
09		X					X

### Rotation Code 93

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X		X			
03		X					X
04	X	X					
05		X		X			
06		X				X	
07	X	X					
08		X			X		
09		X	X				

### Rotation Code 94

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03		X	X				
04	X	X					
05		X		X			
06		X					X
07	X	X					
08		X				X	
09		X		X			

### Rotation Code 95

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X			X		
03		X					X
04	X	X					
05		X		X			
06		X				X	
07	X	X					
08		X		X			
09		X	X				

### Rotation Code 96

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X				X	
03		X	X				
04	X	X					
05		X			X		
06		X					X
07	X	X					
08		X		X			
09		X		X			

### Rotation Code 97

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X					X
03		X	X				
04		X			X		
05		X					X
06		X					X
07		X	X				
08		X					X
09		X	X				

### Rotation Code 98

Week of Cycle	Day						
	1	2	3	4	5	6	7
01		X	X				
02		X			X		
03		X	X				
04		X			X		
05		X			X		
06		X					X
07		X	X				
08		X				X	
09		X				X	

## TEN WEEK ROTATION

**Rotation Code 01**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02		X	X				
03	X	X					
04		X		X			
05	X	X					
06		X			X		
07	X	X					
08		X				X	
09	X	X					
10		X					X



## FIFTEEN WEEK ROTATION

**Rotation Code 05**

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04	X	X					
05	X	X					
06		X		X			
07	X	X					
08	X	X					
09		X			X		
10	X	X					
11	X	X					
12		X				X	
13	X	X					
14	X	X					
15		X					X

## TWENTY WEEK ROTATION

Rotation Code 09

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04		X	X				
05	X	X					
06	X	X					
07	X	X					
08		X		X			
09	X	X					
10	X	X					
11	X	X					
12		X			X		
13	X	X					
14	X	X					
15	X	X					
16		X				X	
17	X	X					
18	X	X					
19	X	X					
20		X					X

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## FIFTEEN WEEK ROTATION

Rotation Code 05

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03		X	X				
04	X	X					
05	X	X					
06		X		X			
07	X	X					
08	X	X					
09		X			X		
10	X	X					
11	X	X					
12		X				X	
13	X	X					
14	X	X					
15		X					X

## TWENTY WEEK ROTATION

### Rotation Code 09

Week of Cycle	Day						
	1	2	3	4	5	6	7
01	X	X					
02	X	X					
03	X	X					
04		X	X				
05	X	X					
06	X	X					
07	X	X					
08		X		X			
09	X	X					
10	X	X					
11	X	X					
12		X			X		
13	X	X					
14	X	X					
15	X	X					
16		X					
17	X	X					
18	X	X					
19	X	X					
20		X					X

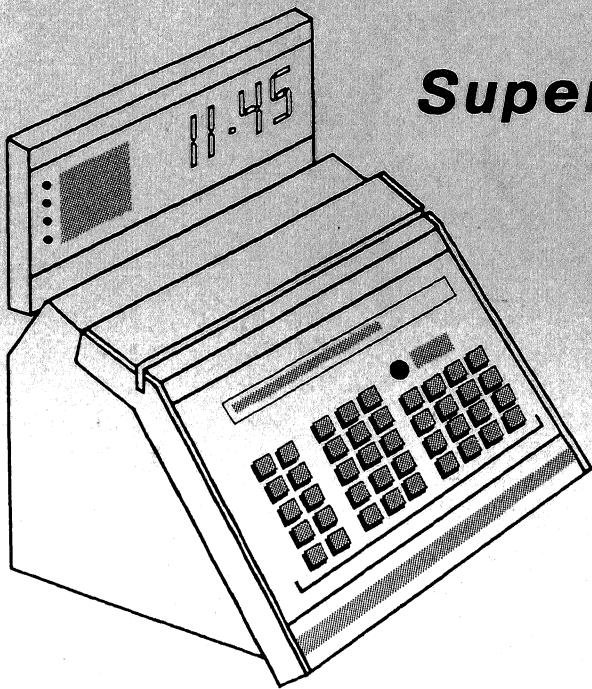
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